

Running a Sales Tax Report

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1. Hover over the **Billing** tab and choose **Sales Tax**.
2. You can generate a report by using the Date range and/or by entering the CPT/HCPCS/Custom codes needed.

Sales Tax

Posted

From

To

Code (CPT/HCPCS/Custom)

Search

Export to File

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Procedure	Date of Service.	Posted	Quantity	Price	Price w/ Tax	Billed	Cost Per Unit	Cost * Quantity	Tax (approx.)	Tax Appl
Totals:				\$68.00	\$74.20	\$1,281,418.16	\$38.80	\$8,218.90	\$80,090.20	
OIL.VITA:	Jul 9, 2024	Aug 1, 2024	100.00	\$12.00	\$12.80	\$1,280.00	\$7.45	\$745.00	\$80.00	N
VITAMIN.PACK: Vitamin Pack	Jul 9, 2024	Aug 1, 2024	1.00	\$10.00	\$11.50	\$11.50	\$4.50	\$4.50	\$1.50	N
VITAMIN.PACK: Vitamin Pack	Jun 3, 2024	Jun 20, 2024	1.00	\$10.00	\$11.50	\$11.50	\$4.50	\$4.50	\$1.50	N
OIL.VITA:	Mar 13, 2024	Mar 12, 2024	1000.00	\$12.00	\$12.80	\$1,280,000.00	\$7.45	\$7,450.00	\$80,000.00	N
OIL.VITA:	Jul 13, 2023	Dec 11, 2023	1.00	\$12.00	\$12.80	\$100.00	\$7.45	\$7.45	\$6.25	N
OIL.VITA:	Dec 4, 2023	Dec 11, 2023	1.00	\$12.00	\$12.80	\$15.16	\$7.45	\$7.45	\$0.95	N

3. Select **Export to file** to export to the Message center.